



Name _____

Procedural Writing Checklist

The procedural writing provides the reader with instructions or directions for doing something. A 'How To' document is procedural writing.

Examples of procedural writing include:

- recipes
- experiments
- directions to locations
- how to documentation (how to build a snowman, play soccer, use a specific website, make a sand castle etc.)
- provide instructions
- give rules for board games, sports, home, school etc.
- how to do something
- how to make or play something
- explains how to do something
- gives step by step procedures to make something

Procedural Writing Needs To:

1. Clearly state a goal or objective.
2. Provide an overview or list of materials or resources needed.
3. Address any safety procedures that need to be followed.
4. Include all the steps for the procedure.
5. State instruction that are completely sequential in a step by step fashion, leaving nothing out. Use words like, first, next, then, finally....
6. The reader needs to be able to follow the procedural writing fully without having to make any assumptions.